

. . . . .

Class Specifications  
for the Class:

WASTEWATER OPERATOR TRAINING COORDINATOR  
(WASTEWATER OPERATOR TRNG COORD)

**Class Distinguishers:**

Complexity: This class reflects responsibility for planning, developing, implementing, coordinating, and evaluating the activities and operations of the Statewide Wastewater Operator Training Center which provides training to water and wastewater treatment plant operators, pump station operators, maintenance technicians, and collection and distribution branch technicians in State and county government, the military, and private businesses to improve plant compliance and to optimize wastewater treatment effectiveness, efficiency and reliability.

Such responsibility involves developing and maintaining a Statewide Operator Training Action Plan; developing and revising policies and procedures for the Training Center; determining training needs; establishing training goals, plans, strategies, and programs; developing, coordinating, and/or providing training courses to meet identified needs; administering the Training Center's operating budget; and coordinating the activities of the Board of Certification of Operating Personnel in Wastewater Treatment Facilities.

Personal Contacts: The sole position in this class has extensive personal contacts with representatives of State, county, military, and private agencies to determine training needs, coordinate the provision of training courses, and evaluate the effectiveness of the training program.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Applicable State and federal laws, rules, regulations, policies and procedures governing wastewater treatment plants and personnel; general knowledge of wastewater treatment plant operations and unit processes; principles, methods and techniques of training and staff development; methods of instruction; methods and techniques in the development of curricula and training aids; public speaking techniques; training

and group communication principles, practices and techniques; principles and practices of supervision; and report writing.

Ability to: Plan, develop, coordinate, implement, and evaluate statewide wastewater operator training programs; identify training needs; acquire, evaluate and adapt and/or develop training materials to meet curricular requirements; conduct training courses; read, comprehend and interpret complex written material; write clearly and effectively such material as reports, newsletters, memorandums of understanding, etc.; establish and maintain effective and cooperative working relationships with representatives of various public and private agencies; speak effectively before groups; and supervise the work of others.

**Examples of Duties:** *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, develops, coordinates, conducts and evaluates training activities for water and wastewater treatment plant operators, pump station operators, maintenance technicians, and collection and distribution branch technicians in State and county government, the military, and private businesses.
2. Administers the Training Center's operating budget; ensures that training activities are carried out within budgetary allotments.
3. Develops and maintains the State Training Action Plan for the Statewide Wastewater Operator Training Center; develops and/or revises program policies and procedures to achieve established goals.
4. Identifies immediate and long-term training needs by conducting annual surveys of the counties, keeping abreast of regulatory changes and technological advancements in wastewater treatment processing, and reviewing the recommendations of the Board of Directors of the Statewide Wastewater Operator Training Center.

5. Develops training programs to meet identified needs and develops and implements a training evaluation program which involves the formulation of standard criteria to measure the effectiveness of the training programs.
6. Develops an annual training schedule and coordinates the delivery of approximately 95 training sessions per year in 65 different courses. Interviews, recommends, and trains potential instructors and consultants; prepares memorandums of understanding; arranges for training sites; prepares training aids; reviews and evaluates the effectiveness of contracted instructors; and conducts training courses in his/her area of expertise.
7. Develops, maintains, and updates training delivery materials. Prepares detailed, customized lesson plan(s) for each training segment and session in conformance with the subject, identified objectives, and needs of the training group. Ensures that each lesson plan includes objectives, instructor scripts, training aids to be utilized, handouts, textbooks, references, and an estimated lesson duration. Prepares handouts and visual aids and other related training materials for the classes.
8. Develops and maintains a resource center consisting of training reference materials, lesson plans, student handouts, and audio/visual training aids such as slides, overhead transparencies, cassette recordings, and video tapes.
9. Develops and maintains student records of courses completed.
10. Prepares annual reports, newsletters, brochures, etc.
11. Coordinates the activities of the Board which include overseeing the application and examination process, issuance and renewal of certificates and identification cards, revocation of certificates, and classification of wastewater treatment plants.
12. Supervises a clerical support position.

- - - - -

This is the first specification for the new class WASTEWATER  
OPERATOR TRAINING COORDINATOR (WASTEWATER OPERATOR TRNG COORD).

Effective Date: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development